

AGENCY NAME:	Higher Education Tuition Grants Commission		
AGENCY CODE:	H060	SECTION:	12

## Fiscal Year 2016-2017 Accountability Report

### SUBMISSION FORM

#### AGENCY MISSION

The mission of the South Carolina Higher Education Tuition Grants Commission is to administer a state-funded, need-based tuition grants program for the State of South Carolina designed to:

- Gain maximum usage of the available independent college facilities located in every region of our state by assisting eligible South Carolina residents to afford the cost of the independent colleges and thereby helping to educate our state citizenry;
- Help offset the higher education costs of attending South Carolina independent colleges for South Carolina students just as the state offsets the higher education costs of state residents attending South Carolina public colleges;
- Preserve the dual system of public and independent college higher education in South Carolina which provides healthy competition between the two sectors;
- Save the state tax dollars that would be appropriated via the automatic per student state subsidy that would go, regardless of financial need or progress towards graduation, to all South Carolina independent college students if they migrated into the South Carolina public college system;
- Give eligible South Carolina residents the opportunity to choose the in-state college that best meets their individual academic needs and preferences.

#### AGENCY VISION

Provide increased state economic benefits and a more educated citizenry by enabling more South Carolinians to obtain a college education by providing financial assistance in the form of need-based state tuition grants to qualified South Carolina residents electing to attend on a full-time basis certain eligible accredited South Carolina independent junior and senior colleges.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.


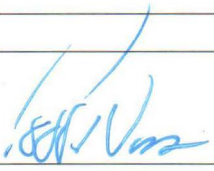
RESTRUCTURING RECOMMENDATIONS:	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Please identify your agency's preferred contacts for this year's accountability report.

	<i><b>Name</b></i>	<i><b>Phone</b></i>	<i><b>Email</b></i>
<b>PRIMARY CONTACT:</b>	Katherine (Katie) Harrison	803-896-1121	<a href="mailto:katie@sctuitiongrants.org">katie@sctuitiongrants.org</a>
<b>SECONDARY CONTACT:</b>	Earl Mayo	803-896-1122	<a href="mailto:earl@sctuitiongrants.org">earl@sctuitiongrants.org</a>

I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR</b> <b>(SIGN AND DATE):</b>  <b>(TYPE OR PRINT NAME):</b>	
	Katherine Harrison
<b>BOARD/CMSN. CHAIR</b> <b>(SIGN AND DATE):</b>  <b>(TYPE OR PRINT NAME):</b>	
	Dr. Todd Voss

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## **AGENCY'S DISCUSSION AND ANALYSIS**

The South Carolina Tuition Grants Program is a "need-based" grants program that was enacted in 1970 by the South Carolina General Assembly as a tuition grants program designed to offset the differences between public college tuition and independent colleges tuition in order to give South Carolina students the ability to afford to attend the South Carolina college that best meets the student's academic needs.

The South Carolina Tuition Grants Program is a sound and intelligent investment for the State of South Carolina. The South Carolina independent colleges attended by students receiving Tuition Grants have total operating budgets of over \$750 million and combined capital assets (physical plants and endowments) of over one billion dollars. Thus, the state's current investment of \$39,162,764 in the South Carolina Tuition Grants Program supports an industry whose economic impact to the state exceeds \$1.75 billion. Although the South Carolina Tuition Grants Program receives only about 4% of the total state dollars going to higher education, South Carolina independent colleges educate over 13% of our state's full-time students and graduate annually over 23% of the state's bachelor degree recipients. In addition to leveraging available private facilities with this modest investment of funds, the Tuition Grants Program saves the State of South Carolina millions of dollars each year. The savings result from attracting South Carolina students into the South Carolina independent college sector, thereby saving the automatic per student state subsidy that goes to all students attending South Carolina public colleges regardless of financial need and regardless of academic progress towards graduation. The per-student state subsidy averaged \$3,732 in fiscal year 2016-2017 while the average tuition grant was \$2,897. Because of that differential, the State saved \$11,033,690 last year. In its 47 year history, it is estimated that the South Carolina Tuition Grants Program has saved the State in excess of \$857 million that tax payers would have spent through direct subsidies to educate these same students in the State's public colleges. This amount does not include the additional state dollars that would have been needed during the last 47 years to build classrooms and dormitories and to hire additional faculty members. It also does not include dollars that went to public colleges in the form of revenue bond issues.

With a customer-service oriented philosophy and staff, the South Carolina Tuition Grants Commission takes great pride in its outstanding public reputation for customer service. The "customers" served by the South Carolina Tuition Grants Program are the students of South Carolina and their families, the 21 South Carolina independent colleges participating through statutory eligibility in the grants program, all of the high schools located throughout the state, the members of the South Carolina General Assembly, and the various state agencies with which the Commission coordinates its operations. The South Carolina Tuition Grants Commission comes into contact with all of these constituents throughout the normal operating cycle of a fiscal year.

The day-to-day operation of the South Carolina Tuition Grants Program includes the following:

- 1) Processing over 33,300 applications that are submitted each year for South Carolina Tuition Grant assistance;
- 2) Analyzing all applications for "financial need" using the federal methodology approved by Congress;
- 3) Analyzing all applications to determine if they meet Program eligibility requirements as required by statute and policy;
- 4) Notifying the students and their colleges of their eligibility or ineligibility for grant funds;
- 5) Processing appeals of eligibility from students who are not eligible;
- 6) Disbursing tuition grant funds to each student at his/her college once full-time enrollment status and academic eligibility are confirmed;
- 7) Securely issuing various reports to the participating independent colleges in regard to grant eligibility of their South Carolina students;

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- 8) Extensively disseminating South Carolina Tuition Grants Program information to the general public, the South Carolina high schools, and the guidance counselors;
- 9) Responding to all communications from the public concerning general Program information and Program eligibility requirements;
- 10) Communication and coordination with the State Treasurer's Office, the Comptroller General's Office, the State Auditor's Office, the State Executive Budget Office, the State Department of Technology Operations, the State Division of Information Security, the State Human Resources Office, the Commission on Higher Education, the Governor's Office, the South Carolina General Assembly and its various committees, and all other state agencies involved with administering a state program

Some of the past year's efforts and results that the Commission would like to highlight, all of which will not show up with quantitative results, include:

- A) In the 2016-2017 academic year, 13,214 financially and academically eligible students received South Carolina Tuition Grants. Since the creation of the South Carolina Tuition Grants Program in 1970, over 437,000 Tuition Grants have been made assisting South Carolina students to attain their academic and career goals enabling them to contribute economically and educationally to the State of South Carolina.
- B) For over 15 years the Commission has operated its own Internet web site to send and receive applicant data to and from the participating colleges. Over time, the necessary reports and secure college access to student applicant information via the Internet significantly increased the Commission's efficiency and effectiveness in administering the South Carolina Tuition Grants Program. During the 2014-2015 year, the Commission changed all of its processing of student applications to attain the highest level of security and protection possible of confidential student information. In August 2014, the Commission moved to a new, security-enhanced web site ensuring that it continues to serve students and families effectively, efficiently, and securely. While not showing up in "measured" ways of doing business, the time and effort involved with information security requirements consumes a larger and larger portion of the work time of agency personnel. Additionally, to enable the agency to get to the State-mandated security levels will require increases in expenditures by the agency that it does not have in the current year budget.
- C) For twelve years, in collaboration with the South Carolina Educational Assistance Authority (and by extension the South Carolina Student Loan Corporation), the Commission has sent secure tentative eligibility notices via e-mail to students eligible for a South Carolina Tuition Grant. Students provide their e-mail addresses via the Commission's annual application (the Free Application for Federal Student Aid). Using that information and the web services of SCEAA (provided free of charge to the Commission), as the Commission processes new awards on a weekly basis, students having valid e-mail addresses are notified immediately of their awards. The initial group of 81.35% of students in 2005 received their letters electronically saving the Commission about \$5,000 in postage and printing. In the latest processing year, cost savings for postage alone were over \$13,200 with 99.3% of students receiving their eligibility notices via e-mail. For the past seven years, the Commission moved further into the area of electronically contacting students by additionally notifying students who applied, but were not eligible, via e-mail. In 2016-2017 this provided the Commission almost \$2,900 in additional postage savings giving the agency a total savings of over \$16,000, not including printing and paper. Since the inception of electronic notices to students, the Commission has saved an estimated \$177,000, not including printing and paper.
- D) Of the total state dollars appropriated for the South Carolina Tuition Grants Program in 2016-2017, less than 1% of the agency budget, including salaries and increased information security expenses, goes into program

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administration with the remaining 99.1% of the state funds being awarded directly to South Carolina students in the form of need-based state tuition grants.

### **Risk Assessment and Mitigation Strategies**

The potential most negative impact on the public would be to reduce access to higher education for over 13,200 college students and their families. This would hinder the State's goals to increase the educational level of its citizenry and would result in a further negative impact on the economic future of the State. There is no outside help that could resolve this issue because the General Assembly holds fully within its responsibilities the ability to appropriate funds to keep this from happening. There is only one option for what the General Assembly could do to help resolve the issue before it became a crisis and that is to simply appropriate the needed funds to continue enabling grant-eligible students and their families to afford to attend college to become educated.

### **Restructuring Recommendations**

N/A

### **Program Needs**

An increase of \$3,130,897 in grants funding is being requested for 2018-19 to provide a \$3,350 program-wide maximum grant for an estimated 13,880 eligible students. This request enables the Maximum Grant to be increased by \$150 from the current 2017-2018 Maximum Grant of \$3,200. This increase of \$3.13 million in 2018-2019 would enable the Maximum Grant to take an incremental step toward matching the Statutory maximum as found in SC Code of Laws, Title 59, Chapter 113, Section 30, Subsection C: "The maximum amount may not exceed the average state appropriation for each full-time student enrolled in the state-supported institutions of higher learning with four-year undergraduate degree programs in the previous year" (for the most recent academic year, the average state appropriation for FTE in the public college sector was \$3,732). Approximately \$500,000 of the requested new appropriations will be used to support eligible students enrolling in new non-traditional programs geared toward adult learners, allowing for flexibility in educational delivery methods. The level-funding that was provided for the Program during several years of economic turmoil and the increase in funding that was provided in recent years for the Tuition Grants Program is greatly appreciated by students and their families. In 2016-2017, with the requested increase being approved, the Maximum Grant finally returned to \$3,200 for the first time since 2008-2009. The \$3,200 Maximum Grant remained level for the current 2017-2018 academic year.

### **Concerns**

1. Disparity of State Funding of Need-based aid versus Merit-based aid for ALL students at both State public and independent colleges.

#### For all 2016-2017 Tuition Grants Recipients:

Palmetto Fellows: 7.86% (about 1 out of 13) receive both SCTG and Palmetto Fellows.

LIFE: 40.59% (about 2 out of 5) receive both SCTG and LIFE.

HOPE: 7.48% (about 1 out of 13) receive both SCTG and HOPE.

TOTAL: 57.19% receive both Merit and Need-based funds.

42.81% of Tuition Grants recipients receive ONLY Need-based aid and NO Merit-based Aid.

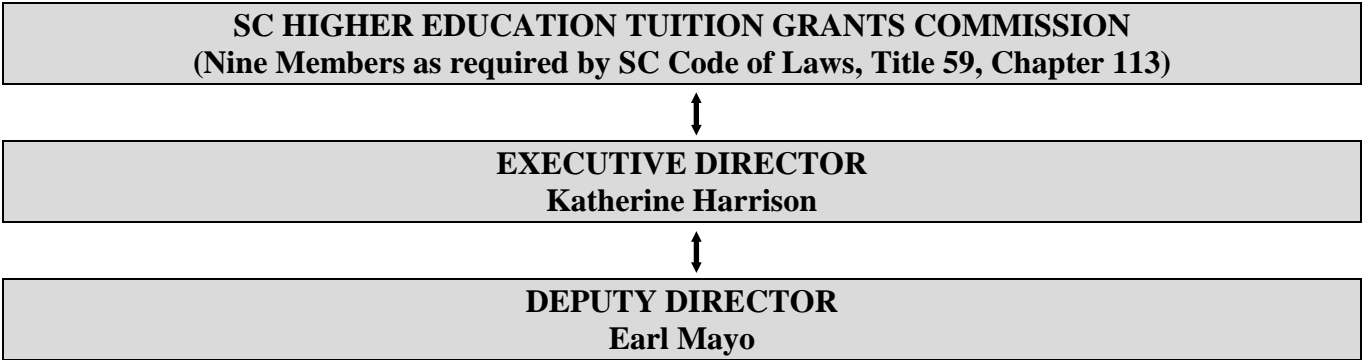
#### For Tuition Grants Recipients attending the 5 HBCUs where students may receive Tuition Grants:

38.56% (well below the overall 57.19%) receive both Merit and Need-based funds.

61.44% of HBCU students (more than 3 out of 5) receive ONLY Need-based aid and NO merit-based aid.

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## ORGANIZATION CHART



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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Education, Training, and Human Development	Provide increased state economic benefits and a more educated citizenry by enabling more South Carolinians to obtain a college education by providing financial assistance in the form of need-based state tuition grants to qualified South Carolina residents electing to attend on a full-time basis certain eligible accredited South Carolina independent junior and senior colleges.
S		1.1			<b>Provide a maximum tuition grant that will enable needy students to afford to attend college.</b>
O			1.1.1		Gain maximum usage of the available independent college facilities located in South Carolina by assisting eligible students afford the cost of the independent colleges and thereby help in the education of our state citizenry.
O			1.1.2		Help offset the higher education costs of attending South Carolina independent colleges for South Carolina students just as the state offsets the higher education costs of state residents attending South Carolina public colleges.
O			1.1.3		Preserve the dual system of public and independent college higher education in South Carolina which provides healthy competition between the two sectors.
O			1.1.4		Attract SC residents into the SC independent college sector to save State tax dollars that would have to be appropriated at a higher dollar value via the automatic subsidy to those students if they migrated into the SC public college system.
O			1.1.5		Give eligible South Carolina residents the opportunity to choose the in-state college that best meets their academic needs.
G	2			Maintaining Safety, Integrity and Security	<b>Provide protection of agency information and data.</b>
S		2.1			<b>Follow State and Federal guidelines and directives for protection of personal applicant data.</b>
O			2.1.1		Ensure compliance with State and Federal PII and data security requirements by utilizing all available security and encryption mechanisms.
O			2.1.2		Provide information security training for agency personnel and track completion rates to ensure all staff members receive training.
O			2.1.3		Circulate information security alerts and updates to agency personnel as a supplement to formal training.
O			2.1.4		Mitigate threat of security incidences by ensuring all software applications maintain current software updates and security patches as needed.
G	3			Government and Citizens	<b>Support statewide efforts to provide information and guidance concerning higher education funding options to college-going populations.</b>
S		3.1			<b>Increase awareness of Tuition Grants program and financial aid application process.</b>
O			3.1.1		Participate in a variety of outreach opportunities, including high school counselor workshops and financial aid nights, and other events in which information concerning the Tuition Grants program and the application process can be provided.



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Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	Applications Processed	33,681	33,500	33,378	36,000	July 1-June 30	Agency Data Base, Updated Daily	Total applications received from federal processor	1.1.1, 1.1.3, 1.1.5	Provides a measure of the extent to which state residents rely on need-based state financial aid programs to enroll in and persist through college
2	Awards Made	13,340	13,350	13,214	13,500	July 1-June 30	Agency Data Base, Updated Daily	Total eligible applications processed by Commission	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	Demonstrates value of Tuition Grants program by documenting the number of state residents meeting all eligibility requirements and receiving grant assistance
3	Maximum Grant	\$3,200	\$3,300	\$3,200	\$3,200	July 1-June 30	Commission Meeting Decision in March	Calculated based on prior year awards, projected next year awards, and projected appropriations	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	Indicates the level to which the state invests in need-based financial assistance for eligible state residents; also necessary to ensure the program does not exceed statutory limit for grant amount
4	Average Grant	\$2,775	\$2,850	\$2,897	\$2,875	July 1-June 30	Agency Data Base, Updated Weekly	Total dollars disbursed by total recipients	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	Provides a measure of actual state assistance for the program and is used to demonstrate fiscally responsible use of state tax dollars
5	Tax Dollars Saved	\$13,606,800	\$13,000,000	\$11,033,690	\$13,000,000	July 1-June 30	Combined CHE and Tuition Grants Commission Data, Updated Annually	Average subsidy per public college minus average TG per recipient times number of TG recipients	1.1.2, 1.1.4	Promotes sound fiscal stewardship of state funds by saving dollars that would otherwise be allocated at a higher rate to college students attending public institutions of higher education
6	Percentage of SC FTEs attending eligible independent colleges	16.2%	17.0%	16.53%	17.0%	July 1-June 30	CHE, Updated Annually	CHEMIS reports through CHE	1.1.1, 1.1.3, 1.1.5	Demonstrates value of independent colleges and their resources to state citizens
7	Notification of Grants Electronically	98%	99%	99.30%	99.00%	July 1-June 30	Agency Data Base, Updated Weekly	Based on valid email addresses for quicker award notification to students	1.1.3, 1.1.4, 1.1.5	Allows agency to communicate with customers quickly, efficiently, and in a cost-effective manner
8	Percentage of SC FTEs attending eligible independent colleges receiving a Tuition Grant	68%	70%	69.16%	70%	July 1-June 30	Combined CHE and Tuition Grants Commission Data, Updated Annually	Total full-time SC residents at eligible independent colleges receiving tuition grants	1.1.1, 1.1.3, 1.1.5	Provides evidence supporting the need for the state to continue providing need-based financial assistance to college students
9	Agency Personnel Completion of Information Security Training	100%	100%	100%	100%	July 1-June 30	Division of Information Security & Agency Training Records	Check records that agency personnel have completed all required Information Security Training	2.1.2	Promotes information and data security as a critical component of every agency procedure by providing personnel with knowledge and tools to prevent security incidents
10	Number of Security Incidents Resulting in Compromised Data	0	N/A	0	0	July 1-June 30	Notification Emails to Agency from Security Operations Center (SOC)	Maintain and review all SOC notifications sent to agency by the Department of Technology Operations	2.1.1, 2.1.2, 2.1.3, 2.1.4	Protects sensitive and confidential data of state residents applying for the Tuition Grant
11	Number of Outreach Events Involving Agency Personnel	15	N/A	14	14	July 1-June 30	Agency Tracking Records	Maintain updated records containing outreach event details at the agency level	3.1.1	Provides critical information concerning the Tuition Grants Program and the financial aid application process to college-going population



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		FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Program Template
Program/Title	Purpose	General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	Associated Objective(s)
I. Administration	This function provides executive leadership, support, policy development and review, financial services, facilities management, personnel services, communications, information security, interagency billing, debt service, and other related administrative services.	\$ 233,415	\$ 69,939	\$ -	\$ 303,354	\$ 235,000	\$ 70,000	\$ -	\$ 305,000	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 3.1.1
II. Tuition Grants	State need-based grant program for state residents attending in-state independent higher education institutions. Program is designed to assist students to afford to attend the institution that best meets their academic needs by helping offset tuition differences between public and independent institutions and to provide full use of all higher education facilities in the state. (Mandated at SC Code 59-113-10 through 50)	\$ 25,989,188	\$ 12,295,881	\$ -	\$ 38,285,069	\$ 25,958,624	\$ 14,096,823	\$ -	\$ 40,055,447	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5
III. Employee Benefits	Fringe Benefits for agency employees	\$ 78,072	\$ -	\$ -	\$ 78,072	\$ 90,000	\$ -	\$ -	\$ 90,000	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 3.1.1

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Legal Standards Template						
Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	59-113-10	State	Statute	Establishment of the Higher Education Tuition Grants Commission including the make up of the Commission and authority to administer Chapter 113.	Yes	Yes
2	59-113-20	State	Statute	Establishes qualifications of applicants for grants.	Yes	Yes
3	59-113-30	State	Statute	Establishes students covered by the chapter and the amount of grants.	Yes	Yes
4	59-113-40	State	Statute	Indicates purpose of grants.	Yes	Yes
5	59-113-45	State	Statute	Disbursement requirements for grants and authority to earn interest for grants from State Appropriations.	Yes	Yes
6	59-113-47	State	Statute	Mid-year budget reduction exemption.	Yes	Yes
7	59-113-50	State	Statute	Defines eligible institutions of higher learning for use of the grant.	Yes	Yes
8	59-112-10 to 59-112-100	State	Statute	State Residency Statute followed to determine residency eligibility as required by 59-113-20(a)	Yes	No
9	59-142-20 and 59-142-70	State	Statute	Directs that a portion of funds be directed to the Tuition Grants Program	Yes	Yes
10	H. 3720, 2017-2018; Section 3 - H660	State	Proviso	Proviso governing Lottery funds use.	Yes	Yes
11	H. 3720, 2017-2018 General Appropriations Bill; Proviso 93.21	State	Proviso	Proviso governing information security	Yes	No
12	Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	Federal	Statute	Federal statute governing privacy of records	Yes	No
13	Higher Education Act of 1965 as amended (HEA) (20 U.S.C. § 1001g; 34 CFR Part 600)	Federal	Statute	Federal statute authorizing the FAFSA as a common application for need analysis and determination of eligibility for aid programs	Yes	No

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Tuition Grants	The agency's responsibility is to administer a state need-based grant program for state residents attending in-state independent higher education institutions. Program is designed to assist students to afford to attend the institution that best meets their academic needs by helping offset tuition differences between public and independent institutions and to provide full use of all higher education facilities in the state. (Mandated at SC Code 59-113-10 through 50)	Need-based tuition grant	General Public	General Public/Tuition Grant Recipients: Avg. Age=22.2; Male=37.5%, Female=62.5%; Dependent=85.2%, Independent=14.8%; Traditional=93.2%, Non-Traditional=6.8%; Freshman=29%, Sophomores=28%, Juniors=23%, Seniors=20%

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Partner Template				
Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)	
U. S. Department of Education-Federal Student Aid Office	Federal Government	Provides applications for students and assists with determination of financial need	1.1.1, 1.1.2, 1.1.2, 1.1.4, 1.1.5	
General Assembly	State Government	Provides 100% of Program funding	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	
Commission on Higher Education	State Government	Provides data to assist with program administration; Original recipient of Children's Education Endowment Funds, of which the Tuition Grants program receives a percentage	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	
SCETV	State Government	Provides annual broadcast about Program to citizens	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
21 Eligible SC Independent Colleges	Higher Education Institute	Assists with determination of student eligiblity including enrollment and academic eligibility and disburses Tuition Grant funds to recipients	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	
All SC High Schools	K-12 Education Institute	Distribute Program information and assist students with applications	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
SCICU	Non-Governmental Organization	Advocates for Independent Higher Education in South Carolina including federal and state financial aid, assists with communications to students	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
SCISA	Non-Governmental Organization	Advocates for Independent K-12 Education in South Carolina, assists with communications to students	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
SC Student Loan Corporation	Private Business Organization	Provides electronic communications to applicants on behalf of, and at no cost to Commission	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	
SCASFAA	Professional Association	Provides professional training and assistance for employees and provides public information on the Program to high schools and colleges state-wide	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
NASSGAP	Professional Association	Provides professional training and advocates for State financial aid programs in Washington, DC and nationwide	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5	
CACRAO	Professional Association	Provides opportunities for Program communication to college admissions personnel and high school guidance counselors	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 3.1.1	
Department of Technology Operations	State Government	Provides agency-wide desktop computer support and secure server environment for agency data; Provides critical security patches and updates to ensure secure computer operations	2.1.1, 2.1.4	
Division of Information Security	State Government	Assists agency personnel with security-related procedures and provides cybersecurity training for agency employees	2.1.2, 2.1.3	

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Report Template							
Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Tuition Grant Recipients	Commission on Higher Education	State	Bi-annually	7/31/2017	Provides CHE with a listing of Tuition Grant recipients, by semester, at each participating institution; Aggregate information used by CHE to report total need-based expenditures through the Children's Educational Endowment fund	Documentation available at the agency (Executive Director)
2	CAFR Year-End Reports	Comptroller General Office	State	Annually	Ongoing	Reports financial information about the agency's operations during the year and describes its financial position at the end of each fiscal year	<a href="http://www.cg.sc.gov/publicationsandreports/Pages/CAFR.aspx">http://www.cg.sc.gov/publicationsandreports/Pages/CAFR.aspx</a>
3	Small & Minority Business Contracting and Certification MBE Quarterly Progress Report	Division of Small & Minority Business Contracting and Certification	State	Quarterly	8/2/2017	Measures agency's progress toward Small & Minority Business Utilization Plan Goals	Report available at the agency (Deputy Director) or from SMBCC office
4	Lottery Expenditures by County	Education Lottery Commission	State	Annually	12/2/2016	Number of Tuition Grant recipients residing in each county, and the amount of lottery funding each recipient received as a portion of their overall Tuition Grant	Report available at the agency (Executive Director) or from the Education Lottery Commission
5	Lottery Expenditures by Institution	Education Lottery Commission	State	Annually	12/2/2016	Number of Tuition Grant recipients, listed by institution, and the amount of lottery funding each recipient received as a portion of their overall Tuition Grant	Report available at the agency (Executive Director) or from the Education Lottery Commission
6	Accountability Report	Executive Budget Office	State	Annually	9/15/2017	Provide the Governor and General Assembly with information that supports their analysis of the budget.	<a href="http://www.scstatehouse.gov">http://www.scstatehouse.gov</a>
7	Quarterly Deficit Monitoring	Executive Budget Office	State	Quarterly	4/6/2017	Monitoring of General and Other Funds expenditures and revenues to avoid an overall agency deficit	Documentation available at the agency (Executive Director)
8	Debt Collection Report	Executive Budget Office	State	Annually	2/6/2017	Confirmation that agency has no outstanding debt due to the agency	Documentation available at the agency (Executive Director)
9	Agency Annual Report	Governor's Office	State	Annually	1/31/2017	Provide the Governor, General Assembly, and other interested parties with general Commission and Program information, including annual statistics relating to tuition grant recipients	<a href="http://sctuitiongrants.org/about-us/">http://sctuitiongrants.org/about-us/</a>
10	Annual Survey Report on State-Sponsored Student Financial Aid	NASSGAP	Outside Organization	Annually	3/10/2017	State Aid Awarded	<a href="http://www.nassgap.org">www.nassgap.org</a>
11	Audit & Certification Agency Quarterly Procurement Report	SFAA Procurement Services	State	Quarterly	7/14/2017	Reports agency's procurement activity (or certification of no activity) for the following procurement types: Sole Source, Emergency, Applied Preferences, Unauthorized, 10% Rule, and Trade-in	Office of Procurement Services

Agency Name: Higher Education Tuition Grants Commission

Fiscal Year 2016-2017  
Accountability Report

Agency Code: H060      Section: 012

External Review Template

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
1	State Auditor's Office	State	07/01/2015 to 06/30/2016	<a href="http://www.osa.sc.gov">www.osa.sc.gov</a>
2	Division of Human Resources	State	07/01/2015 to 06/30/2016	Report available at the agency (Deputy Director)